

RESOLUTION 2023- 69

VILLAGE OF MUKWONAGO, WISCONSIN DEPUTY CLERK-TREASURER

Position Description

Title: Deputy Clerk -Treasurer
Department: Clerk-Treasurer
Reports to: Clerk-Treasurer

Status: Full-Time Wage, Grade 3
Revision Date: December 6, 2023
Adoption Date: December 20, 2023

- I. PRIMARY FUNCTION.** The Deputy Clerk-Treasurer performs a variety of clerical functions in the Village Clerk-Treasurer's office and assists with a variety of duties related to the open records law, open meetings law, elections, the issuance of permits and licenses, Real Estate and Personal Property Tax Collections, Utility Billing, and Bookkeeping, as authorized by the Village Board and Wisconsin State Statutes. This is considered a confidential position.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL DUTIES

- Perform duties of Village Clerk in Clerk's absence pursuant to §61.25, Wis. Stats.
- Act as custodian of department documents and records.
- Assist in managing incoming mail for distribution.
- Receive the public and answer questions; respond to inquiries from employees, citizens, and others and refer, when necessary, to appropriate departments and provide backup support to the central telephone system in the absence of the Administrative Clerk.
- Act as complaint ombudsman and distribute complaints received to the appropriate department for processing.
- Maintain dog license records and prepare report for County Clerk Settlement between Walworth and Waukesha Counties.
- Type reports and letters as requested for various Village Departments, Boards, and Committees.
- Coordinate and assist in the preparation of agendas, and transcription of minutes for the Plan Commission and other boards, commissions, and committees as requested.
- Maintain filing system, computer files & filing cabinets of all material received by the Clerk/Treasurer's Office by subject matter.
- Maintain Ordinances, Resolutions, Village Board and/or other Committee books.
- Prepare public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- Maintain all miscellaneous billings through the financial software program.
- Manage and track all development escrow deposits and monthly billings.
- Assist Weed Commissioner and/or Public Works Director in issuing notification letters and follow-up information.
- Process Park reservations, maintain scheduling and community room rentals.

- Assist in the preparation of special assessment letters as requested by title companies.
- Assist with the maintenance and processing of all licenses issued by the Village.
- Assist in property tax collections, balancing and reporting to both Waukesha and Walworth Counties.
- Manage personal property tax bills and delinquent notices as necessary.
- Assist the Village Clerk-Treasurer with all Election related tasks including registration management, scheduling, training of poll workers, managing Election Day activities.
- Perform cash balancing, posting & deposit functions as documented in departmental procedures.
- Assist in collection of water/sewer bills, tax bills, permits, right-of-way permits, licenses, police and library deposits, and other cash receipts at the counter as a back up.
- Assist Village Clerk-Treasurer with tax exempt property records tracking, including requesting verification bi-annually and filing with state.
- Cross-train on other departmental functions to fill in as necessary.
- Perform Notary services.
- Assist the Clerk-Treasurer with work as requested and perform a variety of related tasks and duties as required by State Statute and Municipal Code.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. High School diploma or GED
- B. Knowledge of office procedures and terminology; calculators, electronic cash register, copy machine, and computer data entry.
- C. Preferred completion of an accredited two year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- D. Any prior municipal experience is a plus.
- E. Enrollment in or ability to have successful completion of the Wisconsin Municipal Clerk and Treasurer's Institute, upon hire.

IV. ESSENTIAL SKILLS OF THE JOB

- A. Ability to instruct and train other staff.
- B. Ability to utilize computer programs and equipment
- C. Ability to communicate effectively orally and in writing
- D. Ability to multi-task and problem solve

V. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Must be able to sit, stand, bend, walk and climb with or without back support.

- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

VII. ADDITIONAL REQUIREMENTS.

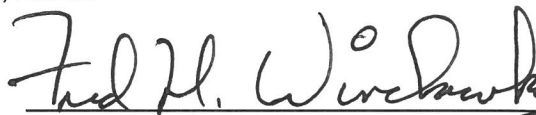
- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Take an oath of office.
- D. Implement the policy directives of the Village Board.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Adopted by the Village Board this December 20, 2023.



Attest:


Fred H. Winchowky, Village President


Diana Dykstra, Village Clerk-Treasurer